



## OFFICE MEMORANDUM

**DATE:** December 13, 1994

**TO:** District Engineers  
District Field Engineers  
District Construction Engineers  
Resident/Project Engineers

**FROM:** Gerald D. Dobie                      Paul F. Miller  
Engineer of Construction              Engineer of Engineering Services

**SUBJECT:** Joint Construction and Engineering Services Instructional Memorandum 1994-I  
Recommendations for Changes, Adjustments and Extra Work to the Contract

To expedite the process of finalling out projects and to pay the contractor for completed work, effective immediately, the following steps shall be taken by the Resident/Project Engineer:

1. When a Work Order is issued to the contractor, it must be accompanied with a recommendation for authorizing payment for the work to be done.
2. A budget recommendation must be submitted for any work to be done on a Force Account basis at the time the contractor is directed to perform the extra work.
3. A recommendation shall be submitted for any increases in Contract Quantities as soon as the increase to the contract is known.

This process will accelerate balancing final quantities and the payments to the contractor for work completed.

Resident/Project Engineers are requested to give a copy of this memorandum to all the Local Government Agencies under their jurisdiction for their information and use.

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Engineer of Construction

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Engineer of Engineering Services

GDD:PFM:GCT:srh

cc:	Construction Staff Engineers	H. Linne, Maintenance	MAPA
	Construction Staff Technicians	Phyllis Fhaner (starmail)	MCPA
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Subject Index: Recommendation/Authorizations